



CITY OF LAKE JACKSON

25 OAK DRIVE • LAKE JACKSON, TEXAS 77566-5289 • 979-415-2400 • FAX 979-297-9804

Requirements for Day Care Facilities in the City of Lake Jackson:

1. You are allowed to keep only the number of children that you are registered for and this includes your own children.
2. No more than 12 children are allowed in a home day care facility.
3. License fees: 7 children or less \$25.00 per year; 8-12 children \$50.00 per year; 13 children and more is \$100.00 per year.
4. A current health license with the City of Lake Jackson is required.
5. A current State issued license is required.
6. A food manager/handler certificate is required.
7. All animals on the property must have current vaccination records available.
8. The facility must pass two city inspections per year.
9. If children are allowed to play outside it must be within a fenced area.
10. Hot and cold water and electrical power must be operational at all times.
11. Although you are operating a day care facility, your water will be turned off due to non-payment. With loss of power, hot and cold water, your day care must be kept closed and cannot re-open without an inspection. Once you have established reconnection of services, contact the Health Department at (979)415-2430 for your inspection. (You may contact the water department for payment arrangements at (979)415-2434.)

Permit Fee: _____

Approved by: _____

Permit # _____



Day Care Permit Application

City of Lake Jackson Health Department
25 Oak Drive, Lake Jackson, TX 77566 (979) 415-2430 FAX (979) 297-9804

Establishment's Name: _____
 Establishment's Address: _____
 Mailing Address: _____ Phone: _____
 Applicant's Name: _____ Date: _____
 Applicant's D L #: _____ DL State: _____

Type of Establishment:

Annual Fee: (to be renewed by March 31 each year)

____ Day Care Facility – 13 or more children \$100.00
 ____ Day Care Facility – 8-12 children \$50.00
 ____ Day Care Facility – 7 or less children \$25.00
 ____ Non-Profit Organization (with 501c form) \$0.00

Please answer the following questions:

(Circle One)

- | | | | |
|---|-----|----|-----|
| 1. Do you provide and prepare the food for the children?*** | Yes | No | N/A |
| 2. Do the children bring their own lunches/food? | Yes | No | N/A |
| 3. Are 50% or more of your employees trained food handlers? | Yes | No | N/A |
| 4. Are Potentially Hazardous Food (PHF) items served? | Yes | No | N/A |
| 5. Are PHF prepared only in individual portions? | Yes | No | N/A |
| 6. Are PHF cooked, held and reheated? | Yes | No | N/A |
| 7. Are PHF prepared from raw, non-frozen ingredients? | Yes | No | N/A |
| 8. Are PHF extensively handled in preparation? | Yes | No | N/A |
| 9. Are PHF prepared and held before service? | Yes | No | N/A |
| 10. What is the total square feet of the facility? _____ | | | |

*** If you provide and prepare food for the children, you must have some type of food service certification and provide the City of Lake Jackson with a copy of the certificate.

Owner of this Establishment:

Name: _____ Title: _____
 Address: _____ Phone: _____
 Mailing Address: _____ Fax: _____
 Email: _____

Please print - email will be used for informational purposes only. You will not receive spam emails from the City of Lake Jackson.

Person Directly Responsible for this Establishment: (Manager, etc.)

Name: _____ Title: _____
 Address: _____ Phone: _____
 Mailing Address: _____ Fax: _____
 Email: _____

Please print - email will be used for informational purposes only. You will not receive spam emails from the City of Lake Jackson.

The information provided on this application is accurate. This establishment agrees to comply with the Codes adopted by the City of Lake Jackson and is aware of the right to access to the Regulatory Authority as specified within the Health Codes.

Date

Signature

§747.1701

How many children may I care for in my registered child-care home?

*Subchapter E, Child/Caregiver Ratios and Group Sizes
Division 2, Regular Ratios and Group Sizes in the Registered Child-Care Home*

There must not be more children in your registered child-care home at the same time than is shown in the following chart:			
Number of Children One (1) Caregiver May Care for in a Registered Child-Care Home			
Number of children birth through 17 months old	Number of children 18 months and older	Number of children five years old and older after school hours	Maximum number of children allowed in the child-care home at any one time, including children related to the caregiver
0	6	6	12
0	5	7	12
0	4	8	12
0	3	9	12
0	2	10	12
0	1	11	12
0	0	12	12
1	5	4	10
1	4	5	10
1	3	6	10
1	2	7	10
1	1	8	10
1	0	9	10
2	4	2	8
2	3	3	8
2	2	4	8
2	1	5	8
2	0	6	8
3	3	1	7
3	2	2	7
3	1	3	7
3	0	4	7
4	2	0	6
4	1	1	6
4	0	2	6



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DAYCARE HEALTH INSPECTION CHECKLIST

- ☐ Proof of current First Aid and CPR certification from a licensed agency must be kept on file at all times. At least one person with current certification must be on premises at all times.
- ☐ Daycare should have a policy excluding children and staff from daycare when they are ill. Please have parents and/or guardian read and sign the policy.
- ☐ All children in daycare must be current on all of their immunizations. Properly documented exemptions are allowed.
- ☐ Daycare providers must keep a copy of the child's immunization records on file at all times.
- ☐ Daycares shall have installed properly working smoke alarms and a 5 lb fire extinguisher.
- ☐ Facility must have two emergency exits in case of fire. A phone is required for emergency communication.
- ☐ All food served in the daycare shall come from an approved source, no home canned goods.
- ☐ Food must not be thawed at room temperatures. Food must also be prepared in a sanitary manner; proper hand washing before and during preparation, minimize bare hand contact, cook meats to proper temperatures, avoid cross contamination.
- ☐ Food contact surfaces and equipment need to be kept clean and sanitized. Wiping cloths should be sanitized often and sanitizing solution should be changed throughout the day. Clorox wipes can be substituted for sanitizing solution. Recipe for sanitizing solution: "½ teaspoon regular Clorox per 1 quart of water, or 1 tablespoon regular Clorox per 2 gallons of luke warm water."
- ☐ Dishes and utensils must be washed and sanitized by the three step method: wash, rinse, and sanitize. Utensils must be stored in a manner to keep them from being re-contaminated after sanitization. Sharp knives must be kept out of reach of the children.
- ☐ Refrigerators must remain at 41°F or below, and shall have a thermometer in them at all times. Keep refrigerator clean and avoid cross contamination of foods.
- ☐ Medicines, cleaning supplies, and hazardous substances must be kept in child proof cabinets or out of reach.
- ☐ Garbage cans need to have lids or be inaccessible to children and must be kept from attracting vermin.
- ☐ Private water supplies shall be tested yearly and all plumbing must be in working order.
- ☐ Facilities must have a proper hand washing station that contains soap, hot and cold running water, and disposable towels.
- ☐ Diaper changing station and/or pads must have a surface that can be sanitized after each use.
- ☐ Sleep areas, play areas, restrooms, and all other areas that children will occupy must be kept clean and sanitary at all times.
- ☐ No smoking allowed inside the child care facility. Smoking outside is restricted if children are present.



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Food Manager's Food Service Sanitation Certification

Every Food Establishment in the City of Lake Jackson must have a Certified Food Manager on staff and present at each establishment during business hours. A copy of the certificates must be given to the Health Department. *City of Lake Jackson Code of Ordinances Sec. 50-51*

Certification is obtained by passing a Department of State Health Services (DSHS) approved certified food manager examination. The examination may be taken at any licensed Certification Training Program, Test Site, Online Exam or National Exam provider. Certification is valid for five years. For more information, please visit the Department of State Health Services web site at: www.dshs.state.tx.us/foodestablishments/CFM.shtm

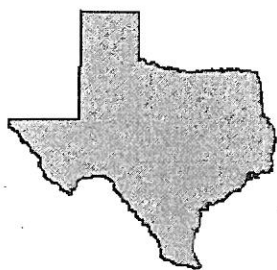
Food Handler's certification can also be obtained through these sites.

Online and classroom courses

- SafeWay Certifications
www.safewayclasses.com
- City of Angleton
121 S. Velasco, Angleton, Tx 77515
[979-848-5665](tel:979-848-5665)
- ServSafe
www.servsafe.com
- National Registry of Food Safety Professionals
www.nrfsp.com
- Learn 2 Serve
www.learn2serve.com
- Brazosport College Continuing Education:
<http://brazosport.360training.com>
Food Safety Manager Certification Examination & Prep Course
- State Food Safety
<http://www.statefoodsafety.com/products/texas>
available in English, Spanish, Chinese, Vietnamese, Korean and ASL.

Certified Food Manager – In depth training class required for all Restaurants

Certified Food Handler – Basic course for food prep personnel



Texas

State Requirements

Licensing Standards for DayCare Centers

Licensing Standards for Family DayCare

Local Child Care Licensing Offices

Worker Qualifications

Staff: Must be at least 18 years old and have a high school diploma or equivalent.

Provider/Child Ratio

Ratio For Daycare Centers

Age Range	Child: Staff Ratio	Maximum Group Size
6 weeks	4:1	10
9 months	4:1	10
18 months	9:1	18
27 months	13:1	26
3 years	17:1	34
4 years	20:1	35
5 years	24:1	35
6 years	26:1	35
7 years	26:1	35
8-9 years	26:1	35
10 years and older	26:1	35

Definition of Licensed Family Child Care Homes

Small Family Child Care Homes

Texas requires small family child care homes that care for 1-3 children to be listed with the state. No inspections are conducted and there are no standards to meet. Small family child care homes caring for 4-6 (plus 6 SAC) children are required to be registered and meet state requirements.

Total Number of Children Allowed:	1-3
Maximum Number of Children to One Provider:	3
Provider's Own Children Counted:	No
Maximum Number of Infants/Toddlers to One Provider:	NA (Not addressed in Regulations)

Registered Small Family Child Care Homes

Total Number of Children Allowed: 4 - 6

Ratio of Children To One Provider

Maximum Group Size	Infants 0-17 mos	Preschool 18 mos-4 yrs	SAC 5-13 yrs
12	0	6	6
12	0	5	7
12	0	4	8
12	0	3	9
12	0	2	10
12	0	1	11
12	0	0	12
10	1	5	4
10	1	4	5
10	1	3	6
10	1	2	7
10	1	1	8
10	1	0	9
8	2	4	2
8	2	3	3
8	2	2	4
8	2	1	5
8	2	0	6
7	3	3	1
7	3	2	2
7	3	1	3
7	3	0	4
6	4	2	0
6	4	1	1
6	4	0	2

Contact Information

Child Care Licensing Agency

Department of Protective and Regulatory Services
P.O. Box 149030
M.C. E-550
Austin, TX 78714-9030
Phone: Day Care Hotline: (800) 862-5252
or (512) 438-3269
Fax: (512) 438-3848

Head Start - State Collaboration Office

University of Texas
7000 Fannin Street, Suite 2054
Houston, TX, 77030
Phone: (713) 500-3835
Fax: (713) 500-0386

State Child Care Resource & Referral

Child Care Subsidy Agency

Texas Workforce Commission
Child Care Services
101 E. 15th Street, Room 440-T
Austin, TX 78778-0001
Phone: (512) 936-3137 or 211 (within State)
Toll Free: (877) 541-7905
Fax: (512) 936-3255

Child Care Food Program Agency

Office of Family Services
Texas Department of Health and Human Services
Commission
Post Office Box 149030
1106 Clayton Lane, Suite 325E
Austin, Texas 78714-9030
Phone: (512) 420-2506
Fax: (512) 371-1595

Office of Child Support Enforcement

Contact

Texas Association of Child Care Resource & Referral
Agencies
1500 W. University Ave., Ste. 105
Georgetown, TX 78628
Phone: (512) 868-0552
Fax: (512) 868-5743

Child Support Division
Office of the Attorney General
P.O. Box 12017
Austin, Texas 78741-2017
Phone: (800) 252-8014
Fax: (512) 460-6867

Child Abuse Reporting

To report suspected child abuse in Texas, call (800) 252-5400.

For national child abuse information, call the Childhelp USA National Child Abuse Hotline (staffed 24 hours daily with professional crisis counselors): 1-800-4-A-CHILD or 1-800-2-A-CHILD (T.D.D.).

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CITY OF LAKE JACKSON
FIRE MARSHAL

10 OAK DRIVE ♦ LAKE JACKSON, TX 77566
(979) 415-2726 ♦ FAX (979) 415-2679



Group Day Care /Nursery School Fire Inspection

Date: _____

Name of Facility: _____

**Name of
Owner:** _____ **Telephone:** _____

**Mailing
Address:** _____

Facility capacity: _____

Yes No Item

1. Will this Group Day Care be operated in a **single-story (no second floor or basement), single family** residence building? If "No," please contact the State Fire Marshal's Office.
2. Will the Group Day Care be the only business operated in the building?
3. Is there a working smoke detector installed in each room used for sleeping?
4. Does each sleeping room, dining area, and living area have **at least one of the following** secondary means of escape other than the "front" or "back" door of the home?
 - A) A door leading directly to the outside; **or**
 - B) An outside window with a minimum opening of not less than 5.7 sq. ft. in area, minimum of 20 inches wide, at least 24 inches high, and no higher than 44 inches above the floor are most often provided; **or**
 - C) A non-locking door into an adjoining room that has a means of escape described in A or B above.
5. Is every point in the Group Day Care within 150 feet of an exit to the outside?

6. Is every door in the Group Day Care within 100 feet of an exit to the outside?
7. Is every point in a sleeping room in the Group Day Care within 50 feet of an exit access door?
8. Can a person move from any room in the Group Day Care to a door leading directly to the outside without having to pass through an interior door that can be locked?
9. Can all primary exterior exit doors, windows used as a secondary means of escape, and any security bars incorporated with these primary and secondary means of escape, be opened from the inside without the use of a key, tool or special knowledge (security code, combination)?
10. Are all draperies, curtains, and similar furnishings made of flame-resistant material?
11. Are wastebaskets and trashcans made of noncombustible materials?
12. Does student artwork or decorations attached to the walls cover less than 20 % percent of the wall area?
13. Are flammable liquids stored in locked areas?
14. Are all gas, wood, or fuel-fired heaters used vented to the outside?
15. Are heaters, including wood burning or gas log fireplaces, equipped with immovable screens or barriers to prevent contact with open flames or hot surfaces?
16. Are exits checked daily by staff to ensure they are free from obstructions?
17. Are monthly fire prevention inspections conducted by the owner and posted in a conspicuous area?
18. Is there a fire escape route plan posted in each room?
19. Are fire exit drills practiced at least once a month and documented?
20. Are gas appliances (heaters, water heaters, stoves) equipped with metal tubing and metal connectors?
21. Are all gas-fired heaters inspected annually by a qualified technician?
22. Are combustible items (things that burn) stored away from any stove, heater, or fireplace in the Group Day Care?
23. Are all lighters and matches kept out of the reach of children?
24. Are flammable liquids stored in safety cans and kept away from heat and children?
25. Is there an operable five-pound 3A40BC dry chemical fire extinguisher available for use in the kitchen and within 75' travel distance at given point inside the building
26. Does the electrical system appear to be in good condition?